



# Application and cancellation rules

Leuven Fly-In  
15-20/07/2025

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## Participants

The number of participants for the Leuven Fly-In is 17.

Two of the spots for the participants are reserved: one is for a WG member, and another one for the IE tutor of the event.

## Application rules

To apply as participant of the event, you must fill the form available on the website <https://www.euroavialeuven.com/international-event>

During both rounds, the applications are processed in a “*first come- first served*” way. Priority will be given to the first two (2) members of each (P)AS/AM.

For the spot reserved for the WG member, priority will be given to the first (1) member who applied.

### **18<sup>th</sup> of March 2025 at 17:00 UTC**

The first round of applications opens.

### **8<sup>th</sup> of April 2025 at 17:00 UTC**

The first round of applications ends.

### **Until 22<sup>nd</sup> of April 2025 at 17:00 UTC**

Confirmation emails for the applicants will be sent to each (P)AS/AM/WG. Once the membership is confirmed, personal confirmation emails with a reminder of the cancellation rules plus the payment information will be sent to every accepted participant in this first round.

### **22<sup>nd</sup> of April 2025 at 17:00 UTC**

The second round of applications starts.

The second round of applications will be opened in case:

- the minimum number of participants is not reached.

### **13<sup>th</sup> of May 2025 at 17:00 UTC**

The second round of applications ends.

If there are still vacancies, they will be filled with the people on the waiting list always following the same criteria as above.

**Until 27<sup>th</sup> of May 2025 at 17:00 UTC**

Confirmation emails for the applicants will be sent to each (P)AS/AM/WG. Once the membership is confirmed, personal confirmation emails with a reminder of the cancellation rules plus the payment information will be sent to every accepted participant in this second round.

## Payment

The participation fee is 100€ (EUR Hundred). It covers 5 (Five) nights (15-20 of July 2025) of accommodation, every meal, including welcome dinner and final dinner, and transportation to the venue(s) of the event.

The payment information regarding the participation fee will be provided to the participants via email, once confirmed.

Arrival and departure will be paid for by the participants and must be arranged by them.

EUROAVIA Leuven will not provide accommodation outside of the event dates. However, if a participant needs to stay extra days, EUROAVIA Leuven will assist them in finding proper accommodation.

## Cancellation rules

In the case that a member has been confirmed by the organizing committee to participate in the Leuven Fly-In but, for any reason, is unable to participate in the event, there is an option of canceling the participation.

In order to do so, the member will have to send an email to [lars.verboven@euroavia.eu](mailto:lars.verboven@euroavia.eu) stating the reason for the cancellation and the participation fee will be partially/fully paid, based on the following criteria:

Period of cancellation	Leuven Fly In cancellation fee to be paid
Before the 20/05/2025 at 16:59 UTC	0%
20/05/2025 at 17:00 UTC – 03/06/2025 at 16:59 UTC	25% <b>(25 €)</b>
3/06/2025 at 17:00 UTC – 17/06/2025 at 16:59 UTC	50% <b>(50 €)</b>
17/06/2025 at 17:00 UTC – 1/07/2025 at 16:59 UTC	75% <b>(75 €)</b>
From 1/07/2025 at 17:00 UTC	100% <b>(100 €)</b>

If the member cancels their participation, the respective Local Group or WG is responsible for transferring the cancellation fee to the event organisers, under the condition that their place cannot be filled by someone else on the waiting list.

Participants on the waiting list that are admitted due to cancellation will have the possibility to cancel within one (1) week from receiving the acceptance email without paying a cancellation fee.

After this week, the cancellation fee will be according to the periods listed above.